Wide Area Workflow (WAWF) Newsletter

From the WAWF Change Management Sub-Team

WAWF Newsletter is a monthly e-Newsletter that recaps critical information for NASA's Procurement and Financial stakeholders concerning WAWF activities, projects, services and processes.

What is WAWF?

Wide Area Workflow (WAWF) is Department of Defense's (DoD) secure Web-based system for electronic invoicing (e-Invoicing), receipt and acceptance. WAWF allows government vendors to submit and track invoices via the Internet and allows government personnel to process those invoices in a real-time, paper-less environment.

NSSC Team Members (pictured L-R): Doug LeMere (Change Management Sub-Team), Sheila Arrington (WAWF Co-Lead & Policy and Procedures Sub-Team), Lisa Herring (Requirements and Transition Sub-Team), Nikki Tubbs (Chief, Accounts Payable) and Barry Backes (Business Process Sub-Team).

e-Invoicing will simplify NASA's invoice payment process by eliminating many of the manual steps in the current process and providing capabilities that the current systems and processes do not. WAWF interfaces directly with SAP. Because invoices can be submitted by vendors as data elements via a vendor portal or vendor network, Optical Character Recognition (OCR) can be eliminated over time. Invoices that do not contain the information needed to constitute a proper invoice can be rejected at the source before processing. An e-Invoicing solution can automate the matching of invoice with contracts more efficiently.

WAWF Sub-Teams

There are five WAWF sub-teams, including:

Requirements and Transition Team: This team will update the draft WAWF Project Plan and Transition Plan.

Business Process Team: This team will communicate with Federal Agencies and Commercial Clients who are using WAWF to gather lessons learned.

Policy and Procedures Team: This team will provide updates for the NSSC Accounts Payable (AP) Service Delivery Guide, NASA FAR Supplement, Enterprise Performance Support System (EPSS) and Continuous Monitoring Program (CMP).

HQ Team Members (back row L-R): Beverly Veit (Systems Director), Dave Mielke (Deputy Systems Director), Kelly Dimario (Policy & Procedures Sub-Team) and ChiChi Okonkwo (Backup GAM). (seated L-R): Pam Hanes (Deputy CFO), Laurese Hale (WAWF Team Lead & GAM) and Gatrie Johnson (Business Process Sub-Team).

Change Management Team: This team will communicate all WAWF updates to the Stakeholders. The Stakeholders are:

Cont. on next page

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JSC Team Members: (back row L-R) Tony Stadelman (Training Sub-Team), Humberto Becerra (Business Process Sub-Team). (seated L-R) Leigh Allen (Change Management Sub-Team), Barb McMillan (Business Process Sub-Team) and Wendy Crisman (Business Process Sub-Team).

WAWF Sub-Teams (cont.)

Center CFO's, CORs, Center & HQ Finance, NEACC, NSSC, Center & HQ Procurement, Vendors and other NASA users. Clear guidance should be disseminated stating that the use of WAWF will be a phased-in approach.

Training Team: This team is responsible for training the NSSC AP and Center staff. The NSSC and the Centers will receive training on any new reporting functionality.

It is not too late for anyone to join any of the sub-teams. If interested, please contact the WAWF Lead, Laurese Hale.

What's Happening?

The *Business Process* sub-team has submitted their prioritized invoice approval, funds and cost notification and report requirements to the WAWF Team Lead. The requested items are located on the WAWF e-Invoicing Team Collaboration Page located at the MAX Website. The Centers have also submitted their Department of Defense Activity Address Codes (DoDAAC) recommendations to the WAWF Team Lead. Data will be integrated and submitted to the Agency team. Current deliverables in process include the submission of 1) Lessons Learned from interviews with our DoD peers for utilities and foreign vendors, and 2) Lessons Learned for Phase I & II.

The *Requirements and Transition* sub-team will be updating the WAWF Transition Plan and FAQs. FAQs are located on the Accounts Payable Web page and the NASA WAWF eInvoicing Team Collaboration Page.

The *Policy and Procedure* sub-team submitted a "draft" of the Procurement Information Circular (PIC) for a class deviation from the Federal Acquisition Regulation (FAR) 52.232-25, Prompt payment, and FAR 52.212.4, Contract Terms and Conditions—Commercial Items. Comments have been received by HQ OCFO Policy and are being reviewed.

The *Training* sub-team looks forward to future training sessions as processes, policies and procedures are finalized.

NEACC Update: On Oct. 1, 2013, the NEACC deployed into production both Phase II interface products: the invoice rejection interface and the Purchase Order (PO) data interface as part of the 14.1 Release. However, the PO data interface will not be activated at this time. The invoice rejection interface will be activated as originally planned to provide automated invoice rejection capability for the Phase I invoices. The PO data interface will be activated based on the revised Phase II schedule.

FYI

Transitioning to WAWF has many benefits: WAWF will provide vendors with an electronic mechanism to submit invoices; improve payment cycle time, reduce late payments and interest penalties; and eliminate manual scanning requirements for paper invoices.

The Department of Defense Activity Address Code (DoDAAC) is for non-civilian government agencies. It uniquely identifies a government unit, activity, or organization that has the authority to requisition and/or receive material.

FAQ's

Do you have any questions that are not available on the Accounts Payable Web page? If so, send us an e-mail at: NSSC-FM-CustomerService@mail.nasa.gov